



# **Two-year Grant Program for Multi- regional Major Arts Institutions**

**Notice of Intent  
Deadline**  
February 1, 2007

**Application  
Deadline**  
March 1, 2007  
4:30 p.m. EST

**Grant Period**  
*Between  
July 1, 2007 and  
June 30, 2009*

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

**THIS APPLICATION WILL BE MADE AVAILABLE UPON  
REQUEST IN LARGE PRINT, BRAILLE, AUDIO CASSETTE,  
OR OTHER FORMS TO MEET SPECIAL NEEDS**



150 W. Market Street., Suite 618  
Indianapolis, IN 46204  
[www.in.gov/arts](http://www.in.gov/arts)  
[grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov)  
317-232-1268  
317-233-3001 TTY

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## **ABOUT THE INDIANA ARTS COMMISSION**

The Indiana Arts Commission (IAC), a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. The Commission's programs and services are supported by a professional staff and over 100 Hoosier volunteers. The Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

### ***Members of the Indiana Arts Commission***

Ron Stratten, Chair, Indianapolis  
Richard Q. Stifel, Vice Chair, South Bend  
Sandra Clark, Secretary, Bloomington  
William Hopper, Exec. Committee, Vincennes  
Jeanne E. Mirro, Exec. Committee, Fort Wayne  
India Cruse-Griffin, Richmond  
Joan David, Evansville

Cindy Frey, Columbus  
Judy Hess, Corydon  
Ms. Lee Marks, Shelbyville  
S. Leonard Pas, Eminence  
Kelly Schreckengast, Lafayette  
Irene Smith-King, Gary  
Steven Tuchman, Indianapolis

### ***Long-term goals***

The Indiana Arts Commission has three major goals:

1. Recognize public value – articulate persuasively the public value of the arts, and evoke public awareness and ownership of this value;
2. Energize arts environment – create a state-wide ubiquitous arts environment, and an infrastructure for sustainable presence of the arts in communities; and
3. Vitalize community quality – engage in community and economic development demonstrating the role of the arts in creating places of choice.

### ***Grant making philosophy***

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

### ***Conflict of Interest policy***

Board members, staff, and volunteers of the Indiana Arts Commission must declare conflicts of interest that may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. (For more information, contact the IAC.)

## **Indiana Regional Arts Partnerships**

The Indiana Arts Commission and 12 community-based organizations jointly established the Regional Arts Partnership, a collaboration to enhance support for arts and cultural activities statewide, especially in underserved areas. Contact the Regional Partner in your area to learn about additional services they provide.



### **3 Arts United of Greater Fort Wayne**

Jim Sparrow, Executive Director  
Jan Shupert-Arick, Dir. of Regional Services  
114 E. Superior St.  
Fort Wayne, IN 46802  
260/424-0646  
260/424-2783 (fax)  
[jsparrow@artsunited.org](mailto:jsparrow@artsunited.org)  
[jshupert-arick@artsunited.org](mailto:jshupert-arick@artsunited.org)  
[www.artsunited.org](http://www.artsunited.org)

### **4 Tippecanoe Arts Federation, Inc.**

Shelley Lowenberg-DeBoer, Exec. Director  
Rose Burch, Director of Regional Services  
638 North St.  
Lafayette, IN 47901  
765/423-2787  
765/742-5724 (fax)  
[shelley@dcwi.com](mailto:shelley@dcwi.com)  
[rose@dcwi.com](mailto:rose@dcwi.com)  
[www.tippecanoearts.org](http://www.tippecanoearts.org)

### **5 Arts Place, Inc.**

Eric R. Rogers, Executive Director  
Sue Burk, Regional Services Director  
131 E. Walnut St.  
P.O. Box 804  
Portland, IN 47371  
260/726-4809  
260/726-2081 (fax)  
[artsland@jayco.net](mailto:artsland@jayco.net)  
[erogers@jayco.net](mailto:erogers@jayco.net)  
[sburk@jayco.net](mailto:sburk@jayco.net)  
[www.artsland.org](http://www.artsland.org)

### **6 Arts Illiana, Inc.**

Jon Robeson, Executive Director  
Sherri Wright, Regional Services Coord.  
23 North 6th Street  
Terre Haute, IN 47807-3220  
812/235-5007  
812/232-2781 (fax)  
[jonrobeson@aol.com](mailto:jonrobeson@aol.com)  
[sherri@artsilliana.org](mailto:sherri@artsilliana.org)  
[www.artsilliana.org](http://www.artsilliana.org)

### **7 Arts Council of Indianapolis**

Greg Charleston, President & CEO  
Dave Lawrence, Vice President  
20 N. Meridian Street, Suite 500  
Indianapolis, IN 46204  
317/631-3301  
317/624-2559  
[gregc@indyarts.org](mailto:gregc@indyarts.org)  
[davel@indyarts.org](mailto:davel@indyarts.org)  
[www.indyarts.org](http://www.indyarts.org)

### **8 Bloomington Area Arts Council, Inc.**

Miah Michaelson, Executive Director  
Jonna Risher, Director of Art Development  
122 S. Walnut St.  
Bloomington, IN 47404-6107  
812/334-3100  
812/323-2787 (fax)  
[miah@artlives.org](mailto:miah@artlives.org)  
[artsdevelopment@artlives.org](mailto:artsdevelopment@artlives.org)  
[www.artlives.org](http://www.artlives.org)

### **9 Columbus Area Arts Council, Inc.**

Warren Baumgart, Jr. Executive Director  
Jeff Kuehl, Regional Services Coordinator  
302 Washington St.  
Columbus, IN 47201  
812/376-2539  
812/376-2589 (fax)  
[wbaumgart@artsincolumbus.org](mailto:wbaumgart@artsincolumbus.org)  
[jkuehl@artsincolumbus.net](mailto:jkuehl@artsincolumbus.net)  
[www.artsincolumbus.org](http://www.artsincolumbus.org)

### **10 Arts Council of Southwestern Indiana, Inc.**

Mary Jane Schenk, Executive Director  
123 N.W. Fourth Street, Suite 3  
Evansville, IN 47708  
812/422-2111  
812/422-2357 (fax)  
[mjschenk@evansville.net](mailto:mjschenk@evansville.net)  
[www.artswin.evansville.net](http://www.artswin.evansville.net)

### **11 Jasper Community Arts Commission**

Kit Miracle, Director  
Jill Watson, Regional Services Coordinator  
951 College Ave.  
Jasper, IN 47546  
812/482-3070  
812/634-6997 (fax)  
[kmiracle@jasper.in.us](mailto:kmiracle@jasper.in.us)  
[region11@ci.jasper.in.us](mailto:region11@ci.jasper.in.us)

### **12 Arts Council of Southern Indiana**

Andrea Grossman, Executive Director  
Edith Luther, Program Manager  
820 E. Market St.  
New Albany, IN 47150  
812/949-4238  
812/949-6937 (fax)  
[agrossman@artscouncilsi.org](mailto:agrossman@artscouncilsi.org)  
[www.artscouncilsi.org](http://www.artscouncilsi.org)

### **1 South Shore Arts**

John Cain, Executive Director  
Jennifer Vinovich, Dir. of Special Projects  
1040 Ridge Road  
Munster, IN 46321  
219/836-1839  
219/836-1863 (fax)  
[johnc@southshoreartsonline.org](mailto:johnc@southshoreartsonline.org)  
[Jennifer@southshoreartsonline.org](mailto:Jennifer@southshoreartsonline.org)  
[www.Southshoreartsonline.org](http://www.Southshoreartsonline.org)

### **2 Community Foundation of St. Joseph Cty.**

Rose Meissner, President  
Angela Butiste, Senior Program Officer  
205 W. Jefferson Blvd., Suite 400  
P.O. Box 837  
South Bend, IN 46624  
574/232-0041  
574/233-1906 (fax)  
[Angela@cfsjc.org](mailto:Angela@cfsjc.org)  
[www.cfsjc.org](http://www.cfsjc.org)

# **ABOUT THE GRANT PROGRAM FOR MULTI-REGIONAL MAJOR ARTS INSTITUTIONS**

## ***Program description***

This program provides annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that provide quality arts and cultural activities on a statewide or multi-regional basis, with special attention to underserved communities. An underserved community is one in which individuals lack access to arts programs due to: geography, economic conditions, ethnic background, disability or age. Operating expenses may include, but are not limited to, salaries, administrative fees, staff development and training, space and equipment rental, promotional costs, and production costs, etc., needed to support the organization's yearly activities.

## ***Grant amount***

Major Arts Institutions are approved for the two-year grant period; however, grant money will be allocated on a yearly basis. For each year of the biennium, Major Arts Institution applicants may request up to 10 percent of projected annual cash operating expenses or \$100,000, whichever is less. The maximum request amount for the two-year period is \$200,000.

## ***Application deadline***

Applications plus any support materials must be submitted electronically by 11:59 p.m., EST, **March 1, 2007** and the signed original hard copy of the application must be post marked by March 1, 2007. Indiana Grants Administration (INGA), application shuts down as of 12:00 midnight.

## ***Grant period***

Major Arts Institution grants will be awarded on a two-year basis. Funding will begin July 1, 2007 and ends June 30, 2009. Grantees will be approved for two years; no new applications will be accepted during the second year of the biennium.

## ***Match requirement***

Major Arts Institutions must match every dollar provided by the Indiana Arts Commission with ten dollars of the organization's own funds. One hundred percent of the match must be cash and cannot include in-kind donations.

## ***Notice of Intent to Apply and staff consultation***

The Indiana Arts Commission requires any organization interested in applying to this grant program to submit a Notice of Intent to Apply form by February 1, 2007. This form can be found on our web site <http://www.in.gov/arts/grants/apply.html> third bullet or immediately following Page 13 of this application packet. The Notice of Intent to Apply form must be in the Indiana Arts Commission office by 4:30 p.m., EST, **February 1, 2007**. Late or faxed intent notices will not be accepted.

You must submit an independent financial audit from the most recently completed year. If possible, we encourage you to submit the audit with your Notice of Intent form. If your audit is not complete in time to submit with your Notice of Intent form, you will submit it with your grant application.

All applicants in this category must also meet with Bobbie Garver on staff to confirm the organization's eligibility to submit an application in this category. Ms. Garver will contact you after we receive your Notice of Intent to Apply form, or you can contact the IAC at 317/232-1283 or [bgarver@iac.in.gov](mailto:bgarver@iac.in.gov).

## ***Who may apply?***

All applicant organizations must meet four general eligibility requirements in order to apply.

1. Must be a private tax-exempt nonprofit organization.
2. Nonprofit organizations must be incorporated in the state of Indiana at the time of application and have received recognition of tax-exempt status from the Internal Revenue Service (IRS).
3. ~~Must be in good standing with the IAC and in compliance with all IAC requirements.~~

4. Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation; must have an Indiana address, and must provide all IAC-funded arts activities in Indiana.

In addition, Major Arts Institutions must also:

1. have arts programming and/or service as its primary mission;
2. have a minimum of five-years of service provision of the type requested;
3. have operated for at least three years according to a strategic or long-range plan adopted by the governing body;
4. carry out an annual process for program planning and evaluation with input from the community to be served;
5. provide an arts educational component to programs and services;
6. have a governing body that is representative of the organization's service area;
7. have a paid administrative staff person who reports to the governing body;
8. have an annual independent financial audit conducted by a CPA (not a review or compilation) for last three fiscal years; the audit must clearly state the yearly income, expenses and net assets of the applicant organization;
9. have annual cash operating expenses of \$1,000,000 or more, as supported by most recent audit;
10. provide arts programs and/or services to the entire state or to two or more IAC-defined multi-county regions of the state, as demonstrated by a defined statewide or multi-regional service area, a marketing plan that addresses the entire area, and a history of multi-regional or statewide service provision.

### ***Program Restrictions***

An organization may not receive Indiana Arts Commission funding from both the IAC and a Regional Arts Partner for operating support in the same fiscal year. Organizations who are funded through the Regional Arts Partner may receive American Masterpiece and/or Capacity Building Program grants from the Indiana Arts Commission.

IAC-funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## **HOW TO COMPLETE AND SUBMIT AN APPLICATION**

### ***Getting started***

**Please read the entire guidelines, and instructions, before beginning with the electronic application.** All organizations planning to apply for FY 2008 – FY 2009 Major Arts Institution funding must submit a Notice of Intent to Apply form. The IAC staff will consult with all applicants in this category to confirm the organization's eligibility to apply for this category or to discuss other funding options available from the IAC or the Regional Arts Partners.

### ***Completing the application***

The application form is on Indiana Grants Administration (INGA) an electronic grant system. Since INGA will not be launched until mid February, you should answer the application questions on the Arts Commission's website in Word and

cut and paste into INGA once the system is launched. If you have problems utilizing INGA, please contact Jay Chauhan at 317/232-1274 or [jchauhan@iac.in.gov](mailto:jchauhan@iac.in.gov) for assistance.

### ***General instructions for submitting your application***

- Submit 1 hard copy of the application including support materials with an original ink-signature on the signature page of the application. This signature must be in ink and cannot be a photocopy signature. This hard copy must be postmarked by March 1, 2007.
- Keep a copy of the completed application for your own files.

## **APPLICATION REVIEW PROCESS**

### ***Staff review of submitted applications***

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and support documents (as requested) to allow for a uniform review of the application.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials can make your application ineligible.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted. If the staff finds any discrepancies, your application will be ineligible for review. The IAC will dispose of ineligible applications not claimed after 30 days.

### ***Advisory panel review***

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of experts who are knowledgeable in the arts, not-for-profit management, and/or community development. The IAC will strive to balance advisory panel composition with consideration to ethnic diversity, gender, regional representation, and special needs.

The advisory panel that will review the Majors applications will convene Tuesday, May 1, 2007. Panel meetings are open to the public for observation and may be recorded. **Applicants will be invited and are encouraged to attend.** Applicants cannot lobby panelists on behalf of their applications before, during, or after the panel meeting.

### ***How proposals are evaluated***

Panelists will review all applications and evaluate how well each address the three review criteria (quality, community impact/public benefit, and management). The Program Evaluation Committee will determine the number of organizations receiving funding in this category.

The term “project,” as used in this section, is a generic term and refers to the activities for which funding is being requested (i.e., a full year of services - operating support).

### **QUALITY** (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission and long-range plans, and with IAC goals.
- The artistic goals and program design are consistent with the organization’s resources.
- There appear to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.

- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

#### COMMUNITY IMPACT/PUBLIC BENEFIT (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact the community the organization serves, as indicated by the following:

- The organization's constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally under-served populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

#### MANAGEMENT (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate the effectiveness of your activities is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

### ***Commission action***

Following the panel meetings, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations. If organizations are not going to be funded through the Majors category, the Regional Arts Partner (RAP) will be informed and allow the applicant to apply through their local RAP.

The Indiana Arts Commission will review and ratify all FY 2008 – FY 2009 funding recommendations at its June 2007 business meeting. Commission meetings are open to the public for observation and may be recorded.

### ***Reconsideration policy and appeal process***

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used incorrect review criteria; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.



An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

## **WHAT HAPPENS AFTER A GRANT IS AWARDED?**

### ***Notification of your grant award***

All applicants will be notified by e-mail of grant decisions after the Commission meets and approves the grants (June 2007). Grantees will receive electronic copies of an award letter, a Grant Agreement, W9 form, Project Modification, Direct Deposit Form and other pertinent materials. These materials will need to be printed out, signed and returned to the Indiana Arts Commission within ten business days. You will also be required to send the Arts Commission a copy of your mailed thank you letters to your elected officials (Governor and State legislators) when you return your signed documents.

### ***Acknowledgment and credit of public funding***

All publicity or programs must contain the prominently positioned IAC logo and the following credit line: "Provided with support from the Indiana Arts Commission and the National Endowment for the Arts, a federal agency."

Grantees must credit the IAC and the NEA in printed materials, films and videotapes, electronic transmissions, and non-written announcements regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

The Grantee must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. List the Commission in the donor category appropriate to the level of financial support your organization is receiving. Performing arts organizations that receive over \$50,000 in operating support funding shall provide 1/2 page advertising space in all season programs. To request these ads call 317-232-1273 or e-mail [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov).

The Grantee must credit the IAC and the NEA in all educational materials distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials.

The Grantee must use the IAC logo on their websites with a hyperlink to [www.in.gov/arts](http://www.in.gov/arts). It should be listed in a place appropriate to the web site's mapping, i.e. sponsorship page, listed as additional resources. For project support, the IAC logo must appear on the page that corresponds to the funded project.

News releases must credit the IAC and NEA support. A sample support statement could be: The Indiana Arts Commission supported this project, with funding from the State of Indiana and the National Endowment for the Arts.

On television and radio appearances by the Grantee's representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward the funded project or overall operation. Also, the Grantee should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your program(s).

### **Letters to Elected Officials**

Grantees agree to provide the Indiana Arts Commission a total of three letters to three different elected officials one being the governor of the State of Indiana, one to your State Representative and another to your State Senator. These are not your U.S. Representatives or your U.S. Senators. A copy of the first letter is required when you submit the signed agreements, the second letter is required with the Interim Report, May 30, 2008 and the third letter is required with your Final Grant Report, May 29, 2009.

### **Failure to Comply**

If the grantee fails to comply with the logo requirements or the letter to elected officials requirement, the IAC will not release the final 10% grant payment and this may jeopardize the second year payment. The second year grant is contingent upon the first year's Interim Report being approved by the Indiana Arts Commission. Continued non-

compliance with the logo and letters to elected officials requirements could affect future funding with the Indiana Arts Commission.

### ***Grant Agreement***

The Grant Agreement is your official contract with the Indiana Arts Commission. Major Arts Institutions will be issued one Grant Agreement for the biennium. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies – The Indiana Department of Administration, the Budget Agency, and the Office of the Attorney General. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

### ***Changes to Project***

The Project Modification form is to be used to notify the Indiana Arts Commission about any changes to your funded project. All organizations receiving IAC grants are required to complete this form at the time of grant notification, and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the who, what, where, when, why or how. Project Modification form must be returned to the IAC and approved before the Grant Agreement is sent to the Department of Administration (see above). Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

### ***First grant payment***

The first payment of your grant will be for 90 percent of the first year's annual grant allocation. The payment will be deposited into your account after your Grant Agreement has been approved by all three state agencies and the Indiana Arts Commission received a copy of the first letter to the elected official. In general, it takes two months from the time you submit your correctly completed Grant Agreement until 90 percent of your annual grant is deposited into your account. We will do everything we can to keep this amount of time as short as possible.

### ***Project changes and modifications***

During the period of time covered by the Grant Agreement, you must give the IAC prior written notice of any changes that may affect the funded project, such as changes in budget, personnel, dates, scope of activities, etc. The Project Modification form must be used for this purpose. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

### ***Interim Report***

Each Major Arts Institution must submit an Interim Report by May 30, 2008 even though your first grant year does not end until June 30, 2008. This report form will be located on the INGA site. The Interim Report will include: reporting on the activities and programs that were carried out during the first year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served plus the second letter to another elected official. The Interim Report will also include a section to update the projected programs and activities that are to be carried out during the second year of the biennium.

### ***Second and third grant payments***

The second payment will be for the balance of the total first-year allocation (the final 10 percent) and will be made following receipt and approval of the Interim Report.

The third payment will be for 90 percent of the second year's annual grant allocation and will be made following receipt and approval of the Interim Report.

### ***Final Grant Report***

All Major Arts Institutions must submit a completed Final Grant Report by May 29, 2009 even though the second year of your grant does not end until June 30, 2009. The Final Grant Report form can be located on INGA. It will include: reporting on the activities and programs that were carried out during the second year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served plus a copy of the letter to the third elected official.

### ***Fourth grant payment***

The fourth and final payment will be for the balance of the total second year regional allocation (the final 10 percent) and will be made following receipt and approval of the Final Grant Report.

### ***Records retention***

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

### ***Monitoring***

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

## **CONDITIONS AND REQUIREMENTS**

### ***Public Manifestation***

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

### ***Civil Rights***

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap\*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.  
\*The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."
- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

### ***Drug-free workplace***

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

### ***Fair Labor Standards***

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.



Indiana Arts Commission  
150 W. Market Street, Suite 618  
Indianapolis, IN 46204  
317/232-1268 ■ 317/233-3001 TTY  
grantsprogram@iac.in.gov ■ www.in.gov/arts

**NOTICE OF INTENT TO APPLY**

**FY 2008 – FY 2009**

**Grant Program for Multi-regional Major Arts Institutions**

All organizations intending to apply for FY 2008 – FY 2009 funding in the Major Arts Institutions grant category must submit this notice to the IAC by 4:30 p.m., FEBRUARY 1, 2007.

*The IAC will consult with all applicants in this category to confirm the organization's eligibility to apply for this category or to discuss other funding options available from the IAC or the organization's local Regional Arts Partner.*

**ORGANIZATION LEGAL NAME:**

**CITY, STATE AND ZIP+4:**

**NAME OF APPLICATION CONTACT PERSON:**

**CONTACT TITLE:**

**CONTACT TELEPHONE** (include area code):

**FAX:**

**E-MAIL:**

Is this the first time the organization will apply in this category: ☐ Yes ☐ No

Annual independent financial audit is being submitted with: ☐ Notice of Intent form  
☐ Grant Application

The above named organization intends to apply for FY 2008 – FY 2009 IAC support in the Major Arts Institutions category. The organization understands that it may not apply for funding from both the IAC and any Regional Arts Partner in the same fiscal year for state arts funds.

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Mail completed form to:

Indiana Arts Commission  
Attention: Bobbie Garver  
150 W. Market Street, Suite 618  
Indianapolis, IN 46204